MEMORANDUM

TO: FSUCML Faculty, Staff, and Students  
FROM: F. Coleman, Director  
DATE: September 17, 2018  
RE: Administration, Maintenance, and Marine Operations – Who to call.

The following list is intended as a guide for who is responsible for different aspects of the FSU Coastal & Marine Lab's operation.

If you need to report a problem with a boat, facility, piece of gear, or anything of that nature, we ask that you fill out a Work Request Form online here:

https://marinelab.fsu.edu/facilities/submit-a-work-request/

Travis Mohrman, Facilities Director, will be the one to evaluate and prioritize the work order so please work directly with him on any issues that you have.

For assistance related to research space and conducting research at the lab, contact Dr. Dean Grubbs, Associate Director of Research.

We ask that you be courteous to your colleagues by letting staff finish whatever the job they have in progress and let Travis do the scheduling.

Contact Maranda if you have questions about administrative duties not answered by this memo.

EMERGENCY CONTACTS: Daniels, Crump, Overlin, and Tinsley share on call duties. The on-call contact number is 850 591 0224. If you can't reach anyone at this number, please contact either Travis Mohrman or Felicia Coleman.
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MARINE TECHNICAL OPERATIONS

Katrina Bayliss, Marine Technician (kabayliss@fsu.edu)
Manages and maintains equipment in lab spaces, schedules equipment usage, and trains new users of technical equipment. Assists in acquisition of new technical equipment for lab and researcher use; maintains stock room. Assists in assuring compliance with EH&S and ACUC for all researchers and visitors to the lab; notifies/schedules safety training; provides Materials Safety Data Sheets. Works with faculty and staff to facilitate research objectives.

Matt Edwards, Small Boat Technician (medwards@fsu.edu)

Christopher Peters, Diving Safety Officer
Oversight of all field and laboratory operations to assist in the scientific objectives of the diving operations. Manages FSU Diving Program; serves as dive safety officer. Training: Teaches Introduction to scientific diving & other supporting workshops.

Ephey Priest, Boat Captain
Maintenance, scheduling, & operation of RV Apalachee; available for running all other vessels on campus.

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